DBH Encounter Note Tip Sheet

Impact: The Encounter Note has been redesigned in WITS to make it more streamlined and easy to use. Instead of entering Encounter Note information on two different screens, now everything is displayed on one screen.

Changes: The Encounter Note is now on one screen. The new layout will save users time when entering data and cut down on the number of clicks required to complete and sign an Encounter Note. The functionality of the Encounter Note has not changed. ***Effective March 11, 2019, the new Encounter Note layout will be in the WITS Production sites.***

Overview of the changes:

Removed from the first screen:

- The Emergency field
- The Homeless field
- The Interactive field
- The Pregnant field
- The Service Category

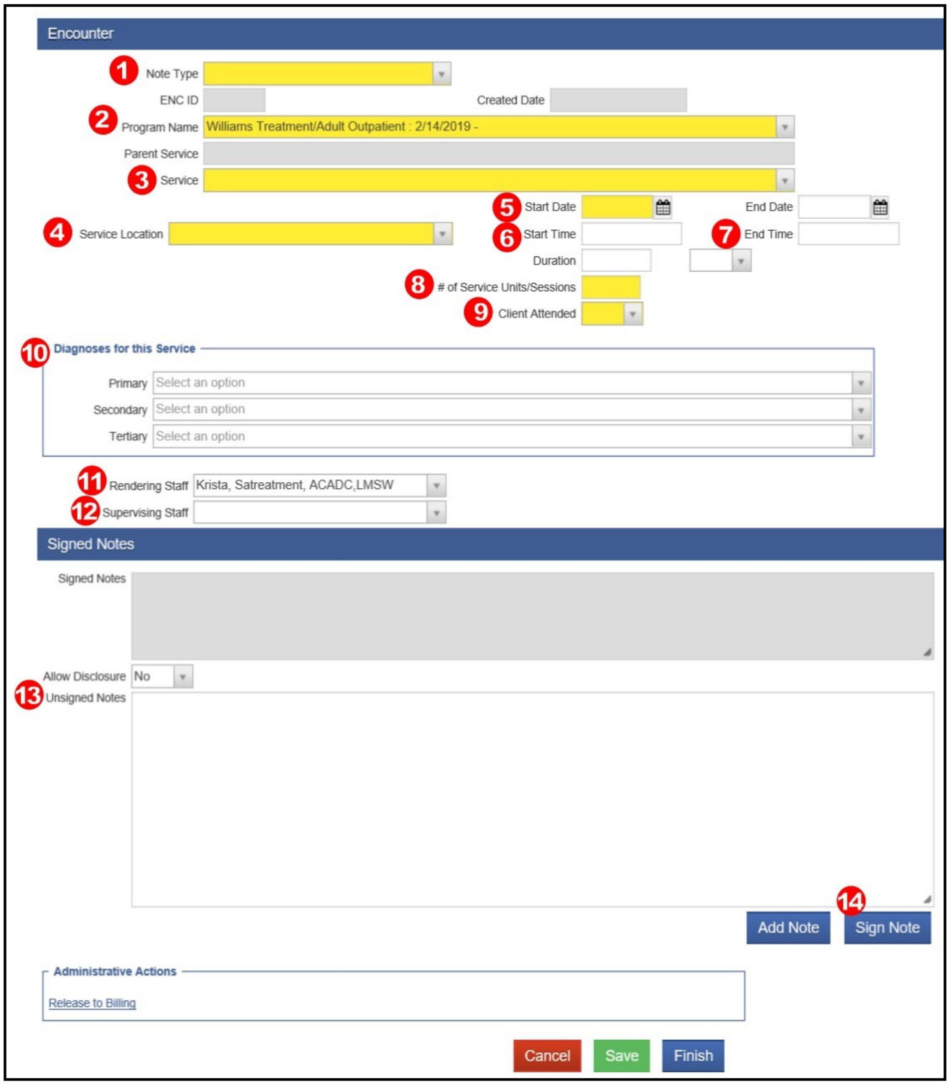
Removed from the second screen:

- Goal Progress Field
- The ability to link an Encounter Note with activities on an Active Treatment Plan.

For the single screen Encounter Note, the following fields are to be completed:

1. Note Type
2. Program Name
3. Service
4. **Service Location (no longer defaults to Office)**
5. Start Date
6. Start Time
7. End Time
8. # of Service Units/Sessions
9. **Client Attended (no longer defaults to Yes)**
10. Diagnosis
11. Rendering Staff
12. Supervising Staff
13. Unsigned Notes
14. Sign Note

NOTE: Add-On Services List section will appear depending on what Service is selected.



Idaho Division of Behavioral Health Automation Help Desk
Online Portal: https://dbhhelpdesk.ServicePROcloud.com/helpdesk/ • dbhwitshd@dhw.idaho.gov
Phone: 208-332-7316 or Toll Free 844-726-7493
http://wits.idaho.gov